

Privacy and Confidentiality

The Ontario *Freedom of Information and Protection of Privacy Act (FIPPA)* applies to all universities in Ontario. The purpose of *FIPPA* is to allow public access to university information and to protect personal information.

Ten Things to Know about the Privacy of Information

1. Information on privacy (including this list) is found on Laurier's Privacy Office website. Click on the privacy tab on the bottom of any Laurier web page to access it.
2. If the safety of any person is clearly in jeopardy, Laurier's Privacy Office can release that person's information. Contact your supervisor or Laurier's Information & Privacy Officer for more information or advice. In an emergency situation, contact Special Constable Services at extension 3333.
3. It is acceptable to use (post, pass around, etc.) names in class if necessary, but advise students and offer alternatives if possible. You might include this statement in your syllabus:
"Students' names may be divulged in the classroom to other members of the class. Students who are concerned about such disclosures should contact the course instructor to identify whether there are any possible alternatives to such disclosures."
4. Posting student names, numbers, grades, or any other personal information in publicly accessible areas, such as on office doors, is not acceptable. Use MyLearningSpace as an alternative.
5. Any completed student work, such as assignments, examinations, essays or lab reports, should be considered records containing personal information. The handing back of assignments or exams requires reasonable supervision. Only the owner should see or receive the record.
6. Protect students' personal information when transporting assignments, essays, examinations, grade sheets, petition files and so on. For example, encrypt electronic files on mobile devices or lock up hard copies in the trunk of your car.
7. Students' personal information, once collected, must be retained for one year. This practice is applicable to tests, examinations and other submissions not returned to the student.
8. Parents or others should not be given information about students aged 16 years or older. Assume all Laurier students are older than 16.
9. Generally, written records you create while acting in your professional capacity at Laurier is accessible under a *FIPPA* request. The exceptions are your teaching materials, such as lecture notes, overheads, and examination questions, and your unpublished research materials, such as data, notes, and drafts. These documents are not accessible through Ontario's freedom of information law.
10. Personal information about you that is related to your official responsibilities at Laurier is not protected under Ontario's privacy law.

For more information

In doubt about privacy? Have questions? Contact Shereen Rowe, University Secretary & General Counsel – University Information & Privacy Officer, ext. 2037, srowe@wlu.ca, or visit the website at www.wlu.ca/privacy.php.

Learn about Laurier University Policy 10.1 on Information Availability and Privacy Protection at www.wlu.ca – Governance & Policies.

Learn more about the *Freedom of Information and Protection of Privacy Act (FIPPA)* at: www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm.